



State of Louisiana
Division of Administration
Office of State Uniform Payroll

October 24, 2014

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2015-11

TO: LaGov HCM Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Payroll Deductions Authorized for Calendar Year 2015
Statewide Vendors/Products Removed from Payroll Deduction

Upon review of the annual vendor applications, it has been determined that the following vendors/products will be removed from payroll deduction effective January 1, 2015 due to the vendor not meeting the participation requirements:

Vendor	Deduction Code	Wage Types	Product Name
American Family Life Assurance Company (AFLAC)	NZ 19	3B36, 3E36	Critical Illness
American Family Life Assurance Company (AFLAC)	NN 31	3B37, 3E37	Whole Life
Colonial Life & Accident	NZ 19	3B40, 3E40	Critical Illness
Colonial Life & Accident	NS 30	3B38, 3E38	Term Life
Colonial Life & Accident	NN 31	3B39, 3E39	Whole Life
Washington National Insurance Company	NX 32	3B41, 3E41	Universal Life

These vendors have been notified that they are responsible for contacting employees with products being removed from payroll deduction. They will advise the employees on how premiums can be paid, e.g. bank draft or invoice, in order to keep their policies in force. Agencies will not receive a new SED-4 form to indicate the removal of these products. Agencies can run report ZP74, Recurring/Additional Payments/Deductions Detail Report, to determine which employees have these wage types/deductions. Deductions will be stopped automatically after the last payroll in December 2014.

As a result of the analysis on the annual participation levels, some changes may also need to be made for deductions that are being withheld under an incorrect product code. Vendors will contact the agencies affected. Agencies may accept an SED-4 **without an**

employee's signature if the SED-4 submitted by the vendor is correcting the product codes and/or amounts between products and there is no change in the total semi-monthly premium. These changes are allowed since these are considered to be correcting an administrative error. Refer to the [Voluntary Benefits Product Code Correction Procedures](#) on the [OSUP Procedures](#) page for further details.

Vendor refund requests (SED-5's) must be verified by the agency prior to being entered. The "incorrect semi-monthly deduction" amount should equal what was actually deducted under that product code between the dates for which the refund is being requested. Agencies should utilize Infotype 14 and ZP64, Employee Wage Type Results Report, to determine what codes and amounts were actually deducted during the refund period. If amounts do not agree, the agency must contact the person by whom the refund was requested or the Billing Coordinator to resolve. However, it is ultimately the vendors' responsibility for the amount that is being requested to be refunded.

An updated list of vendors, authorized products, and assigned codes, as well as, the names, addresses, phone numbers, fax numbers, and email addresses of the vendor Administrative, Billing, & LA Sales Coordinators (VC-02) is attached for your reference.

If you haven't already contacted **LA Sales Coordinators** via email or phone to invite the vendor to agency vendor fairs, please do so for the October/November enrollment period. If emailing, remember to copy the Administrative Coordinators. Agencies can request vendors to email information/brochures about their products in a file format (word, excel, pdf, etc.) so that these files can be attached to an email when notifying the employees of the vendor fair. This will allow employees to review information prior to the vendor fair.

Agencies should refer employees to the following link on the OSUP website: http://www.doa.louisiana.gov/osup/Stwide_Vnd_Prod_Listing_January2015.htm. This website includes generic product definitions as well as the ability to search for information at the product or vendor level. Links maintained by the vendors have been added to OSUP's web pages that provide more details about the products offered to LA State Employees. These web pages should be printed by agencies for those employees who do not have access to the Internet.

Agencies must contact the vendor Billing and/or Administrative Coordinator for any concerns/problems with statewide vendor deductions. If for any reason the matter is unable to be resolved, please advise OSUP.

Continual communication between agency personnel, vendor Coordinators, and OSUP is critical for accurate and efficient processing of employee deductions for all parties involved. Timely resolution of deduction problems is mandatory. Agency personnel are responsible for assuring that both verbal and written correspondence from coordinators is acted upon in a timely manner. Please make sure that all staff involved in this process is made aware of this information.

NOTE: With annual enrollment, all Statewide Vendors will need accurate agency contacts in order to send SED-4 forms to agencies for entry. Please make sure to update your

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agency's Statewide Vendor contacts in LaGov HCM by using transaction ZP200 (Agency Contacts). Please refer to the [Agency Contact Report Procedures](#) on the [OSUP Procedures](#) page for complete details.

Please review OSUP Memorandum [#2015-07](#), released on September 11, 2014, for the important changes to statewide vendor products that will be effective for payroll deductions beginning January 1, 2015.

If you have any questions, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@la.gov or (225):

Jodi Bullock	342-5345	Desiree Jefferson	342-5377
Michelle Richmond	342-5357	Brandy Boyd	342-5354
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APH:JAB/rl

Attachment: [VC-02, Vendor/Coordinator Listing](#)